

AIRPORT OPERATIONS SUPERVISOR

DEFINITION

To plan, organize, supervise, and evaluate the operation and maintenance of the airport's facilities; to provide administrative and analytical staff assistance to the Airport Manager.

DISTINGUISHING CHARACTERISTICS

This is a section head management position at the Hayward Executive Airport, reporting to the Airport Manager. The incumbent is responsible for daily operations, and provides second-line supervision and direction of staff within the Airport Division.

SUPERVISION RECEIVED

General direction is provided by the Airport Manager.

SUPERVISION EXERCISED

Responsibilities include direct supervision of operations and maintenance personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Assists in the development and implementation of goals, objectives, policies and priorities.

Assists in the preparation, administration and monitoring of the departmental budget.

Provides administrative and staff support to the Airport Manager.

Plans, assigns, supervises and inspects the work of airport field personnel as it relates to the operation and maintenance of airport facilities.

Plans, assigns, supervises and reviews the work of the Noise Analyst.

Advises the Airport Manager regarding operational activities.

Interprets and administers existing airport policies and procedures.

ESSENTIAL DUTIES (continued)

Recommends changes and/or new programs, policies or procedures related to airport operations, general safety, maintenance and tenant activities.

Prepares federal and state grant applications and administers the grant process in cooperation with the FAA Airports District Office and Caltrans.

Conducts an annual inspection of City-owned hangars.

Is available to respond by telephone or in person, as required, to emergency situations at the airport during irregular hours.

Insures safe operation by coordinating ground operating activities and maintenance with the Federal Aviation Administration (FAA) air traffic controllers.

Inspects and monitors Airport facilities and grounds to preclude hazardous conditions and insure compliance with FAA regulations.

Coordinates Airport operations and maintenance with other City Departments and outside public and private agencies.

Contacts vendors and solicits bids and proposals.

Prepares specifications, analyzes bids, and participates in the selection of the appropriate vendor.

Assists in the selection of staff; supervises, trains, and evaluates assigned staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Airport operations, maintenance, security, and safety requirements.

All phases of air traffic control procedures.

Federal, state, and local rules and regulations governing airport operations and grant administration.

Principles and practices of organization, administration, budget and personnel management.

Noise abatement problems and procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Supervise, train, and evaluate assigned staff.

Meet and deal effectively with the public.

Gather data, analyze and make recommendations regarding procedures, policies and overall operations.

Communicate effectively, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of airport operations experience, including one (1) year of supervisory or lead experience.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in airport management, business administration, or a related field.

Licenses and Certificates

Possession and maintenance of a valid Class C California Driver's License. Radio telephone operators license is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood;

SPECIAL REQUIREMENTS (continued)

read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

732CS87

Created: April 1984

Revised: May 1987

Revised: April 2013

AAP GROUP: 2

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt